

Position Duty Statement

Date: October 17, 2022	Name of Incumbent: VACANT
Civil Service Title: Community College Specialist	Position Number: 364-110-2539-013
Working or Job Title: Fiscal Services Specialist	Division/Unit: College Finance and Facilities Planning/Fiscal Services Unit
Supervisor's Civil Service Title: Staff Services Manager III	Location: Sacramento, CA
Supervisor's Working Title: Director of Fiscal Services Unit	Work Hours/Shift: Full Time
Conflict of Interest Disclosure Category: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> N/A	License or Other Requirement: N/A

Supervises:
N/A

You are a valued member of the Chancellor's Office team. You are expected to work cooperatively with team members and others to enable the Chancellor's Office to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

Program Identification:

The College Finance and Facilities Planning Division oversees the distribution and formulation of policies that determine the distribution of local assistance and capital outlay funds for the 73 community college districts. The division represents the system in advocating for local assistance and capital outlay funds with the Legislature and the Department of Finance. The division is part of the Office of Institutional Supports and Success and includes the following units: Accounting, Budget Office, Facilities Planning, Fiscal Services, and Fiscal Standards and Accountability.

Summary Statement:

Under the direction of the Director of the Fiscal Services Unit, College Finance and Facilities Planning Division, the Fiscal Services Specialist (Specialist) will be a team member in the Fiscal Services Unit, supporting the ongoing implementation of the Student-Centered Funding Formula (SCFF), which provides over \$8 billion annually to the 73 community college districts. The Specialist will provide expert technical guidance and support for highly complex data analysis, technical assistance, ongoing development of the SCFF metric dashboards and resource estimator tools, apportionment development, and participate in other fiscal projects as the needs of the unit and division demand. The Specialist will provide expert technical guidance, research, and consultation related to the most complex budget and fiscal policy to districts, community college professional organizations, other units at the Chancellor's Office, and state agencies. The Specialist will communicate and present highly complex fiscal and policy matters at the Annual Budget Workshop, Fiscal and Policy Webinars, Fiscal Forward desk sessions, and other training venues.

Essential Functions (E) – Marginal Functions (M)

%	Job Description
---	-----------------

35% (E)	Technical Guidance and Consultation. Maintain SCFF metrics dashboard and resource estimator to ensure data is accurate and current. Coordinate with the Fiscal Standards Unit to participate in Fiscal Forward desk sessions with new district CEOs and CBOs for the purpose of providing proactive fiscal health support to the community college system. Communicate highly technical and complex funding processes in presentations customized by district including the SCFF calculation, funding protections including impact of emergency conditions allowance and changes to the hold harmless provision, apportionment exhibits, and the SCFF metrics dashboard and resource estimator tools. Provide expert and technical information and guidance to community college officials, legislators and legislative staff, and other state officials. Provide oral and written reports on complex funding matters for the Chancellor's Office, districts, and others as needed.
35% (E)	Support State Apportionment Allocations. Analyze highly complex community college funding legislation to develop state apportionment allocations. Compile operational information from counties, community college districts, state agencies, and other units of the Chancellor's Office. Determine state aid for each district and develop appropriate exhibits. Develop apportionment certifications and coordinate related documents and activities with districts, counties, and state agencies. Coordinate and guide the Chancellor's Office Management Information Systems (MIS) Unit in the automation of the apportionment process. Provide multi-unit and cross-divisional support to process categorical payments through the apportionment process.
20% (E)	Fiscal Analysis, Research and Evaluation. Simulate existing or proposed funding mechanisms for policy and operational analyses. Create simulations of funding mechanisms to determine the effects on districts as well as on the state general aid. Identify policy issues and make recommendations to management. Perform empirical research for current and future funding legislation (e.g., the small district factor, growth factors, etc.).
5% (E)	Legislative Review and Evaluation. Analyze existing or proposed legislation or regulations in any area of the apportionment allocations as needed. Identify policy issues and propose language for legislation and title 5 regulations relating to funding. Appear before legislative committees and/or Board of Governors or other appropriate bodies to make presentations. Analyze fiscal impact of annual budget change proposals and proposed legislation.
5% (M)	Other Related Duties as Required. Perform other related duties as necessary to accomplish the objectives of the Fiscal Services Unit, College Finance and Facilities Planning Division, Office of Institutional Supports and Success, and the Chancellor's Office.

IMPACT AND CONSEQUENCE OF ERROR:

- Negative impact on financial stability of the system.
- **Agency not informed to make important fiscal decisions.**

PROFESSIONAL CONTACTS:

- Frequent contact with CCCCCO staff at all levels
- Frequent contact with community college staff and officials.
- Frequent contact with Department of Finance staff and other state agencies.

SPECIAL PERSONAL CHARACTERISTICS:

- Ability to work independently and take initiative with minimal guidance or direction.
- Ability to work collaboratively as a team member.
- Strong oral and written communication skills especially presentation and facilitation capabilities.
- Strong analytical, research, and presentation skills.
- Positive attitude, open-mindedness, flexibility, and tact.
- Commitment to quality service that exceeds expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Multi-task, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Good attendance and punctuality record.
- Consistently exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Provide backup to other staff during absences.
- Working proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
- Communicate confidently and courteously in a clear and concise manner in a diverse community.

WORKING AND ENVIRONMENTAL CONDITIONS:

- Communicate in a clear and concise manner
- Work in a climate-controlled, open office environment under artificial lighting.
- Exposure to computer screens and other basic office equipment.
- Periodic overnight travel may be required as COVID-19 conditions permit
- Ability to effectively telework
- Periodic public speaking is required.

I have read and understand all the requirements and information above and discussed the duties listed above with my supervisor and can perform them either with or without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with your hiring supervisor. If you are unsure whether you require RA, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Employee Signature:

Date:

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature:

Date: